

OP MEMORANDUM NO. 20-17-34

12 February 1985

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Requests for Personnel Action - Advance Notification to  
the Office of Finance

REFERENCE: [REDACTED] Processing Personnel Actions

RESCISSION: OPM 20-17-32, dated 26 August 1982

1. The Transactions and Records Branch of the Office of Personnel (OP/TRB) provides a copy of each Form 1150, Notification of Personnel Action, it generates to the Office of Finance (OF). This is done to provide the Office of Finance with the information it needs to ensure that employees are paid properly.

2. Offices initiating actions must in certain cases provide additional notification to the Office of Finance by forwarding an advance copy of Form 1152, Request for Personnel Action, to OF/Payroll Branch. The types of actions which require this advance notification are:

- a. Conversion to Reserve Appointment - WAE,
- b. Leave Without Pay, and
- c. Separations (all types).

3. Questions regarding advance notification to the Office of Finance about personnel actions should be directed to OP/Transactions and Records Branch on Black [REDACTED]

[REDACTED]

Robert W. Magee  
Director of Personnel

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